

Printing a Document

Summary

Microsoft Word allows users to print documents. There are many options for printing a *Microsoft Word* document. Paper size and orientation are just two of the options for how to print a file. Print Preview can help you make sure that the page looks correct before printing.

Step-by-Step Directions

Paper Size

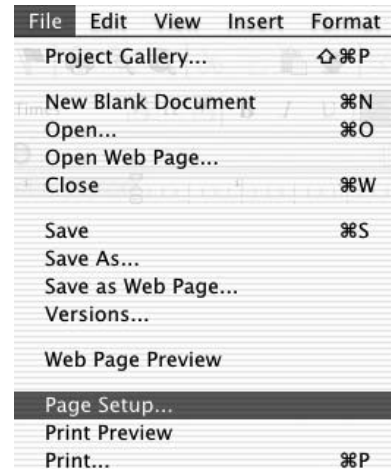
1. Click **File** from the Menu bar.
2. Click **Page Setup...**
3. Click the **Paper** or **Paper Size** tab. (Macintosh users can skip this step.)
4. Click the *Paper size* pull-down arrow.
5. Select the paper size of your choice.
6. Click **OK**.

Orientation

1. Click **File** from the Menu bar.
2. Click **Page Setup...**
3. Click the **Margins** tab. (Macintosh users can skip this step.)
4. Choose either **Portrait** (vertical) or **Landscape** (horizontal) orientation.
5. Click **OK**.

Print Preview

1. Click **File** from the Menu bar.
2. Click **Print Preview**. Now you can see what your file looks like before you print.
3. Click **Close** when finished reviewing file.



Quick Tip

In **Print Preview**, you can magnify the file by clicking on the **Zoom** pull down arrow and increasing the percentage.